Dining Facility Files Management

- Army Record Information Management System (ARIMS).
- To assist you in understanding ARIMS, we will discuss issues concerning the following areas:
- AR 25-400-2 (ARIMS). Areas in AR 25-400-2 (ARIMS) that the Dining Facility Manager and personnel responsible for records review, evaluation, and management should be familiar with to effectively setup and maintain records and files.
- Dining Facility Filing Guidance. Explanation and examples of effective files setup, file labeling, and files disposition.
- DA PAM 25-403. Guide to Record Keeping in the Army, this pamphlet provides operational procedures and guidelines for record keeping within the Army. It is to be used with AR 25-400-2.
- ARIMS Website. Familiarization https://www.arims.army.mil

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- DA Pam 25-403, Guide to Record Keeping in the Army.
- Dated 11 August 2008.
- Should be used in conjunction with AR 25-400-2.
- Describes functions of the records administrator, records manager, record coordinator, and service manager.
- Appointment orders necessary for all above stated functions. Dining facility administration NCOIC would be the records coordinator for the unit (DFAC).
- Helps to simplify use of the regulation.

Dining Facility Files Management

ARIMS and the Dining Facility

Principles of ARIMS:

- ARIMS focuses on the management of long-term and permanent records and allows the business process (Management) to manage the short-term records. Simplifies recordkeeping. All records are categorized as two types.

- Short-term: No value beyond the business process.

- Long Term: For historical, lessons learned, audit purposes, or research.

- What does this mean to the dining facility? ARIMS only requires a minimum of information on short-term records for identification: this is the majority of the forms and AFMIS reports used in the dining facility. In short: Keep it simple.

Dining Facility Files Management

ARIMS Labeling and Disposition

- An Example of the above is - The Kitchen Requisition and Returns Worksheet used by the shift during production. Once the information from this worksheet is entered into AFMIS and the Kitchen Requisition and Returns Report is printed, the worksheet can be disposed of. There is no business need to retain the worksheet.

- Disposition instructions are coded and begin with the letter “K” for keep or “T” for transfer, followed by an “E” for event when applicable. (i.e. KE, or TE).
  - All K codes apply to short-term records that are kept according to the business process until no longer needed (or until no longer needed for business after an event occurs) not to exceed 6 years.
  - The T codes apply to long-term (retentions over 6 years) and permanent records, with a few exceptions for records involving individual rights and interests. Disposition is applied by the servicing Records Holding Area (RHA) or the Army Electronic Archives to which records are transferred.
  - Once the period of time is met the record should be destroyed.

Dining Facility Files Management

ARIMS Labeling and Disposition

- At a minimum, identification of the records should include a description of each record category, to indicate which are transfers (T) and which are keep (K) records.

- Retention periods for K records will be stated in the prescribing directive. The dining facility K record Retention schedule is found in DA Pam 30-22, paragraph 1-5 c which is the prescribing directive for dining facilities.

Dining Facility Files Management

ARIMS Labeling

- Under the MARKS System of filing, records were large and cumbersome. There was a great deal of confusion when trying to establish new records or even determining when and where an item should be filed.

- ARIMS streamlines the filing process by empowering the controlling office with the tools needed for success.

Dining Facility Files Management

ARIMS Labeling

- How is ARIMS different from MARKS?
- The most common error being made in dining facilities is combining the Modern Army Record Keeping System (MARKS) with the principles of ARIMS.
- A typical MARKS label would look something like this.

25-1c Information Management (02)
Plans (IMP)
COFF 31 Dec 02, Trf RHA Jan 05, Ret
WNRC Jan 96, Dest Jan 2011

Dining Facility Files Management

ARIMS Labeling

A New ARIMS Label:

- This is an example of a new ARIMS label.

T: MACOM MODPLAN (09)

- A manager can add as much information to the file label that they feel necessary. The minimum information required is what is depicted above.

Dining Facility Files Management

ARIMS Labeling

- As you can tell the new label is much more compact.
- It also seems like there is quite a bit less information on the new label.
- You will see that all the old information is still there, but in a new form.
- The K and the T refer you back to the guide folder (formerly referred to as the DUMMY folder) for all information about the file.
- Managers can add to these labels but this is the minimum requirement from ARIMS. The majority of information about the files is on the file guide.

Dining Facility Files Management

ARIMS Labeling

FILE IDENTIFICATION

- File guide labeling.

  All required information on the label.

- Folder labeling.

  Only the information needed to identify and retrieve.

Dining Facility Files Management

ARIMS Labeling

- The Guide label should contain the information listed below:

- Privacy Act # N/A Event Driven No
- Production Schedules (1-15)
- Disposition Authority N1-AU-00-15
- Additional Disposition Authority
- Record # 30-22d Record Type Keep
- Permanent Record No Duration 1 yr.
- Directive 30-22
- Year Type FY09 Calendar Type NOV 08

Dining Facility Files Management

ARIMS Container Labeling

- Filing cabinets or vehicles should be clearly labeled.
- Identify on labels contents of each file drawer or vehicle.
- Labels should correspond with file guides.
- Minimum information required.

K: 6 MONTH ACTIVE FILES (FYXX)
30-22d Dining facility operations
30-22h Ration request, issue, delivery, and account status files

Dining Facility Files Management

ARIMS Container Labeling

File Drawer Number 2	K	30-22d	Dining facility operations	(K) **6 MO ACTIVE** FY09	Production Schedule (DA Form 3034) Additional Production Schedule Report (PCN-AJK-LW1) Kitchen Requisition (DA Form 4552) Signature Headcount Sheet (DA Form 3032) Headcount Report (DA Form 2970) Headcount/Cash Collected Report Daily Headcount Report Recapitulation of Meal Record (AHC Report) Cashier Closeout Report (AHC Report) Inventory Record (DA Form 3234) Monthly Inventory Recap Sheet for DA Form 3234 (DA Form 3234-1) Weekly Inventory Report Monthly Inventory Report Disposition of Subsistence (DA Form 3034-2) Percent Deviation Report Inventory Disposition of Subsistence Report Strength and Feeder Report (DA Form 5913)
	K	30-22h	Ration request, issue, delivery, and account status files	(K) **6 MO ACTIVE** FY09	Batch Update Register Report (PCN-AJK-001) Purchase Request and Commitment (DA Form 3953) Ration Request/Issue/Turn-In Slip (DA Form 3294) Shopping List for Dining Facility Report (PCN-AJK-395) Direct Vendor Delivery Report (PCN-AJK-397) TISA/Vendor Delivery Ticket Ration Control Sheet (DA Form 5914) Request for Issue or Turn-In (DA Form 3161) Turn-In to TISA Transfer Report (PCN-AJK-468) Dining Facility to Dining Facility Transfer Report (PCN-AJK-466)

Dining Facility Files Management

ARIMS Container Labeling

RECORD DIVIDER					
	K	30-22m	Unsatisfactory subsistence files	(K) **6 MO INACTIVE** FY	Unsatisfactory Material Report (DD Form 1608) Report of Discrepancy (SF 364)
	K	30-22z	Garrison ration accounts	(K) **6 MO INACTIVE** FY	Statement of Charges-Subsistence Loss (DD Form 362) Statement of Charges Report (PCN-AJK-464) Report of Survey (DA Form 4697) Report of Survey Report (PCN-AJK-462)
Location	**Record Type**	**Record Number**	**Record Title**	**Disposition Year Type**	**Folder Titles**

Dining Facility Files Management

ARIMS Disposition

- All documents and file records related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained and disposed of in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

- For the purpose of the Army Food Program, “no longer needed for conducting business” is defined as “a minimum of six months active, then six months inactive” for all Keep (K) category records with no events and with assigned records retention duration of zero, with the following exceptions:

  - 1) For ARIMS records labeled K “no longer needed for conducting business” is defined as a “minimum of one year active, then one year inactive”.

  - 2) For ARIMS records Labeled T, “no longer needed for conducting business” is defined as “six years”.

Dining Facility Files Management

ARIMS Disposition

- All Transfer (T) category records will use the ARIMS Records Retention Schedule, Army (RRS-A) for records dispositions. Transfer (T) category records with a disposition of “no longer needed for conducting business” will be managed as follows:
  - 1) For records with a scheduled retention period of two or more years will be held in the Current Files Area (CFA) for a minimum of two years. Review records annually.
  - 2) Records that have met the required 2 year requirement and are determined to be “no longer needed for conducting business” will be transferred to the Records Holding Area (RHA). If a K record it can be destroyed.
  - 3) When a DA Form 3032 is used as a deferred payment vehicle (generally in emergency situations) it will be maintained in the same manner as DD Form 1544 (ARIMS record number 30-22a).

Dining Facility Files Management

ARIMS Disposition

- File Organization.
- 6 month active and 6 month inactive files should be “grouped” for ease of review, retrieval, and management of records. This means: Fiscal Year files and Calendar files are combined into two separate groups, they are:
    - a) Group 1-FY Files: 1 October through 31 March.
    - b) Group 2-FY Files: 1 April through 30 September.
    - c) Group 1-CY Files: 1 January through 30 June.
    - d) Group 2-CY Files: 1 July through 31 December.
- How it works and why:

  1) Let’s say we are starting a new fiscal year on 1 October, 2006 (07-“Fiscal Year”) and will need to file our 6 month reports for October, November, December, and so forth. Our first set, or group, of records will be 6 month active records and filed in the 6 month active file drawer: as a group. Once the last report dated 31 March, 2007 (07-Fiscal Year) is filed, the entire group of records will move to and become the “6 month inactive” files.

  2) Files created and beginning 1 April, 2007 now become the “6 month active” files. Once the last file dated 30 September, 2007 (still a 07 Fiscal Year file) is filed, this group of records will move to and replace the previous 6 month inactive files dated 1 October, 2007 through 31 March, 2008. Files are rotated as a group in this manner for ease of management.

  3) Records that have reached the end of their 1 year inactive period are now considered “no longer needed for conducting business” and can be disposed of IAW AR 25-400-2, Chapter 7-4, Records Disposal.

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Dining Facility Files Management

ARIMS Website

- ARIMS website https://www.arims.army.mil

- Records management tools:
  - Records retention schedules.
  - Create office records list (ORL).
  - Print file labels.

- A great tool to learn.

- Utilize as needed i.e. file labels, RRS, ORL's.

- Don't let it confuse you when you understand the system manually, you will better understand the automation.

Questions?